

MEMORANDUM

DATE: June 2, 2008

TO: Business Manager/Treasurer/Clerk/Administrator

FROM: Julie Oberle, Specialist
Public School Finance

SUBJECT: 2007-2008 Annual Financial Report Forms

The 2007-2008 Annual Financial Report forms and related memos are now available on our website at www.sde.idaho.gov/financeandtechnology/default.asp under Forms. These forms are used to report the financial activity of your school district or charter school. Please complete and return the report to the Idaho Department of Education, Public School Finance, no later than **October 31, 2008**. If you file your report on diskette or electronically, return pages 1 and 98-104 if the data for pages 98-104 has not been included as part of your electronic submission. A copy of this memo and a memo that describes how to submit your annual report electronically can also be found at the above website.

In the past, only the second page for reporting expenditures has been included for select funds. The 2007-2008 Annual Financial Report forms have been modified to include both expenditure pages for the following funds:

- Fund 290 Child Nutrition
- Fund 310 Bond Interest & Redemption
- Fund 410 Capital Construction Projects

Idaho Code 33-701(6) was revised during the 2008 Legislative session. The original due date for audit reports (October 15) has been changed to November 10. The revision goes on to say that if the SDE has not received your audit report by November 10, the department may withhold all or a portion of your November 15 distribution. Please send a copy of your audit report to Public School Finance so that it arrives no later than November 10. If you are a charter school, please send two copies of your audit report. The Legislative Services Office, Audits Division, also requires a copy of your audit report. You may submit all copies to School Finance and we will forward the extra report to Legislative Services.

If you have any questions, please email me at jaoberle@sde.idaho.gov or call 332-6840.

cc: Jim Columbo, Legislative Services Office (Email of Memo only)